

3772-11-31 Automated table fills.

(A) Each casino operator shall establish controls identifying the positions that have authority to initiate fills, credits, or enter related data into the casino's automated table system.

(B) The controls shall detail the procedures to initiate the request for fill process. If a request for fill slip is used, procedures for distribution of the slip shall be included in the internal controls.

(C) The designated positions shall enter a request for fill into the computer, including the following information:

(1) The amount by denomination;

(2) The total amount;

(3) The game or table number and pit;

(4) The date and time; and

(5) The required signature or computer identification code of the preparers.

(D) A two-part computer-generated fill slip shall be used to record the transfer of chips from the cashier's cage to a gaming table. The fill slips shall be numbered by the computer in a manner that ensures that every fill in a given calendar year has a unique sequential number.

(E) Two copies of the computerized fill slips shall be printed simultaneously, and a record of the transaction shall be stored within the computer database.

(F) If a computerized fill slip needs to be voided, the cage cashier shall write "VOID" across the original and all copies of the fill slip and an explanation of why the void was necessary. Both a cashier's cage employee and either a security department employee or another licensed employee independent of the transaction shall sign the voided fill slip. The voided fill slips shall be submitted to the accounting department for retention and accountability. The transaction shall be properly voided in the computer database.

(G) A two-part fill slip shall be printed in the cashier's cage containing the information required in paragraph (B) of this rule. A security department employee shall verify the chip totals with the fill slip. A cashier's cage employee shall present the ordered chips to a security department employee in a clear chip carrier. Once verified, both a cashier's cage employee and security department employee shall sign the fill slip.

(H) After notifying surveillance, a security department employee shall take the chips and the fill slips to the indicated table. Only a security department employee shall transport fills. The chips shall be counted by the dealer or boxperson and witnessed by a table games supervisor and security department employee in full view of surveillance. After verifying the chips to the amounts listed on the fill slip, the table games supervisor and a dealer or boxperson shall sign the fill slips. The table games supervisor and security department employee shall observe the dealer or boxperson place the chips in the rack and

deposit the fill slip in the table drop box. A security department employee shall not leave the table until the chips have been placed in the racks and the fill slip has been dropped. A security department employee shall return a copy of the fill slip to the cashier's cage.

(I) The main bank cashier shall verify the manual fill slips total to the amount in the automated accounting system. All fill paperwork shall be forwarded to accounting.

(J) The ability to input data into the casino operator's computer system from the pit shall be restricted to the positions designated in the casino operator's internal controls.